



# STATE OF INDIANA

Mitchell E. Daniels, Jr., Governor

R. Scott Waddell, Commissioner  
Bureau of Motor Vehicles  
100 North Senate Avenue  
Indianapolis, Indiana 46204  
(888) 692-6841

## Required Minimum Standards For Approval Of Online Classroom Instruction Vendors For Driver Education Providers In Indiana

Effective November 18, 2009

The following evaluation for potential vendors of online classroom instruction to driver education providers in Indiana is based on the National Standards of Quality for Online Courses as published by the North American Council for Online Learning (NACOL), and has been modified to meet the specific requirements for classroom instruction in Indiana. Each evaluation item will be rated as acceptable (A), acceptable with identified modifications (A/M), or unacceptable (U). Every evaluation item listed must meet the "acceptable" rating before the vendor will be considered for approval by the BMV Commissioner. The BMV Commissioner's decision on the rating of all evaluation items will be final, and not open to discussion beyond the identification of any/all modifications required of any rejected submission to qualify for re-evaluation. All potential course vendors who do not meet an overall "acceptable" rating after three (3) evaluations must wait one year from the completion date of the third evaluation before that vendor becomes eligible to re-submit any course for consideration.

### COURSE CONTENT

### EVALUATION

1. The course goals and objectives are measurable and clearly state what the participants will know or be able to do at the end of the course.
2. The course content and assignments are aligned with the state's content standards for driver education classroom instruction.
3. The course tasks and assessments align with the state assessments that are associated with the course.
4. The course content and assignments are of sufficient rigor, depth and breadth to teach the standards being addressed.
5. Sufficient learning resources and materials to increase student successes are available to students before and during the course.
6. A clear, complete course overview and syllabus are included in the course.
7. Course requirements are consistent with course goals, representative of the scope of the course, and clearly stated.
8. Information is provided to the students, parents and participating commercial school on how to communicate with the online course provider, including the information on the process for these communications.
9. Issues associated with the use of copyrighted materials are addressed.
10. Academic integrity and internet etiquette expectations regarding lesson activities, discussions, e-mail communications and plagiarism are clearly stated.
11. Privacy policies are clearly stated.

12. Course provider resources and notes available.
13. Assessment and assignment answers and explanations are included.

#### INSTRUCTIONAL DESIGN

#### EVALUATION

1. Course design reflects a clear understanding of student needs, and incorporates varied ways to learn and multiple levels of mastery of the curriculum.
2. The course is organized into units and lessons or the equivalent.
3. The course unit overview describes the objectives, activities and resources that frame the unit. It includes a description of the activities and assignments that are central to the unit.
4. Each lesson contains a lesson overview, content and activities, assignments and assessments to provide multiple learning opportunities for students to master the content.
5. The course is designed to teach concepts and skills that students will retain over time.
6. The course of instruction includes activities that engage students in active learning.
7. Instruction provides students with multiple learning paths to master the content based on student needs.
8. The course engages students in learning activities that address a variety of learning styles and preferences.
9. The course provides opportunities for students to engage in higher-order thinking, critical reasoning activities and thinking in increasingly complex ways.
10. The course reflects multicultural education and is accurate, current and free of bias.
11. The course provider can adapt learning activities to accommodate students' needs.
12. Readability levels, language assignments and mathematical requirements are appropriate for the course content and the students.
13. The course design provides opportunities for appropriate provider-student interaction, including timely and frequent feedback about student progress.
14. The course provides opportunities for appropriate student interaction with the content to foster mastery and application of the material.
15. Students have access to resources that enrich the course content.

#### STUDENT ASSESSMENT

#### EVALUATION

1. Student evaluation strategies are consistent with course goals and objectives, representative of the scope of the course and clearly stated.
2. The course structure includes adequate and appropriate methods and procedures to assess students' mastery of content.

3. Ongoing and frequent assessments are conducted to verify each student's readiness for the next lesson.
4. Assessment strategies and tools make the student continuously aware of his/her progress in class and mastery of the content.
5. Assessment materials provide the course provider with the flexibility to assess students in a variety of ways.
6. Grading policies and practices are easy to understand and comply with existing grade reporting policies for licensing purposes.

#### TECHNOLOGY

#### EVALUATION

1. The course architecture permits the online program to add content, activities and assessments to extend learning opportunities.
2. The course accommodates multiple schedules.
3. The course is easy to navigate.
4. Hardware, Web browser and software requirements are specified.
5. Prerequisite skills in the use of technology are identified.
6. The course utilizes appropriate content-specific tools and software.
7. The course meets universal design principals, Section 508 standards and W3C guidelines to ensure access for all students.
8. The course provider offers the commercial school affiliate assistance with technical support and course management.
9. The course provider offers orientation training.
10. Online technical support is immediately available either 24/7 (preferred), or the support hours are clearly posted within the course or on the provider's website (acceptable).

#### COURSE EVALUATION AND MANAGEMENT

#### EVALUATION

1. The results of peer review and student evaluations of courses are available (formal evaluations, not just testimonials).
2. Course provider uses multiple ways of assessing course effectiveness.
3. The course is evaluated regularly for effectiveness, and the findings are used as a basis for improvement.
4. The course is updated periodically to ensure timeliness.
5. The course provider is authorized to operate in the state in which the course is offered.
6. The commercial school provider, if applicable, meets the professional teaching standard established by the appropriate state licensing agency.

7. Student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA).

#### GENERAL /STATE SPECIFIC REQUIREMENTS

#### EVALUATION

1. Online driver education vendors must be affiliated in writing with a currently licensed driver education provider.
2. Driver education providers affiliated with an online driver education vendor must provide the Bureau of Motor Vehicles with a copy of all contracts between the Provider and the online vendor.
3. Any online vendor of driver education operating through a licensed driver education provider must be registered with the Indiana Secretary of State's office.
4. The Commissioner may suspend or revoke the approval for any online driver education vendor for cause with written notice to the vendor and its affiliated commercial school(s). The disposition of any students participating in an online course whose approval to operate has been suspended or revoked shall be determined by the Commissioner on a case by case basis.
5. Approval for an online vendor to work through an affiliated driver education provider shall run concurrently with that provider's current licensing period. All approved online vendors must apply for renewal of their approval by the same date as their affiliated commercial school(s)' license renewal deadline.